



# UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 1320.2B

G-1

02 MAR 1997

## DIVISION ORDER 1320.2B

From: Commanding General  
To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E  
(b) MARCORBASESJAPANO 1754.1C  
(c) MCO 1300.8R  
(d) ForO 1320.1

Encl: (1) Helpful Hints/Sponsorship Checklist  
(2) Sponsorship Assignment Letter  
(3) Sample Welcome Aboard Letter  
(4) Personal Data Form  
(5) Family Registration Form  
(6) Sponsorship Questionnaire

1. Purpose. To publish instructions for the conduct and management of the Division Personnel Sponsorship Program.

2. Cancellation. DivO 1320.2A

3. Background. The Division Personnel Sponsorship Program is of vital importance. It contributes to our combat readiness by aiding Marines, Sailors, and their families in getting settled in their new surroundings, allowing them to quickly become effective members of the Division. The welfare and morale of Marine and Navy families are essential factors which influence career motivation. An effective sponsorship program will benefit both the individual and the Marine Corps by enhancing readiness at the unit level.

#### 4. Policy

a. The references provide policy and guidance for the conduct of the Personnel Sponsorship Program.

b. To ensure the smoothest transition to duty in the Division, the Personnel Sponsorship Program requires that all unaccompanied personnel in the grades of Private through Staff Sergeant, Warrant Officer through Chief Warrant Officer-2, Second Lieutenant through Captain, and all accompanied personnel will be

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assigned a sponsor. All other personnel will be assigned a sponsor upon request. Every effort will be made to insure the spouse and family members are also provided sponsorship information. The intent of this Order is to improve the quality of life and encourage a strong mission oriented Navy/Marine Corps team by reducing the difficulties experienced with permanent change of station orders.

c. The sponsorship program is an official Marine Corps program. Personnel assigned duties of sponsoring incoming Marines, Sailors, and their families are authorized reimbursement for official expenses incurred in performing those duties.

d. Commanders will ensure that sponsors attend sponsorship training. Every effort will be made to assign the best representative of each organization as a sponsor.

e. Sponsors will be assigned in writing. Once made, changes will occur only in extreme circumstances and then, only with the approval of the commanding officer. The most common cause for poorly executed sponsorship is a change in sponsor. Frequently the change is made informally without the knowledge of the commanding officer.

f. Sponsors are command representatives, responsible for assisting the arriving service members and their families to ensure that their initial experience is pleasant and that complications and confusion are minimized. Commanding officers' duties begin before a Marine or Sailor joins their organizations. The thoroughness commanding officers apply to their sponsorship responsibilities is a direct reflection of their leadership.

g. Assign a sponsor from the same organization to which an inbound Marine or Sailor will be assigned. In the event of a slating change the sponsorship assignment does not change.

h. Responsibilities as a sponsor are a Marine's or Sailor's primary duty on the day of arrival and the days immediately following the arrival of an inbound Marine or Sailor and their family.

i. The administration of the Division Sponsorship Program will be overseen by two Division Sponsorship Coordinators. One will assist in sponsorship matters for inbound Marines; the other for Sailors.

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5. Marine Corps Base, Family Services Center, Relocation Assistance Center. The Commanding General, Marine Corps Base has established a Relocation Assistance Center (RAC) at the Family Services Center, Camp Lester. The telephone numbers are 645-2104/06. The RAC is responsible for the following:

a. Develop a sponsorship training program and assist commanders with training their sponsorship coordinators and sponsors.

b. Maintain close liaison with sponsorship coordinators.

c. Forward current Welcome Aboard Packages to all Navy and Marine Corps Family Service Centers for inclusion in their resource libraries.

d. Maintain a library of Welcome Aboard packages from other Navy and Marine Corps Family Service Centers and make these available to departing personnel.

e. Establish port of entry services for all incoming AMC flights on which Navy and Marine Corps personnel are manifested to provide immediate assistance to incoming families who are not met by their sponsor.

f. Conduct monthly Relocation Assistance Workshops.

g. Conduct monthly Newcomers' Orientation briefs.

6. Action

a. The Assistant Chief of Staff, G-1 will:

(1) Assume responsibility for the Division Sponsorship Program

(2) Appoint two Division Sponsorship Coordinators. The Division Personnel Officer and the Division Navy Personnel Officer are assigned as Division Sponsorship Coordinators for Marine Corps and Navy personnel.

b. The Division Sponsorship Coordinators will

(1) Monitor message traffic and other sources to identify inbound Marines and Sailors.

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(2) Determine tentative assignment from the Division Personnel Officer or the Division Navy Personnel Officer, as appropriate.

(3) Request identification of a sponsor from the Marine's or Sailor's prospective organization's sponsorship coordinator. Accomplish this request and response by Electronic Mail (E-mail).

(4) Issue sponsorship assignment letters via the prospective commanding officer of the inbound Marine or Sailor. Use enclosure (2) as a guide and transmit the assignment letter via E-mail.

(5) Mail out welcome aboard packages to all incoming accompanied personnel and all unaccompanied personnel Staff Sergeant and above. Unaccompanied personnel in the grade of Private through Sergeant will receive a sponsorship package at the Joint Reception Center.

(6) Inform all inbound Marines and Sailors of their assigned sponsors by naval message via their present command

(7) The Division Sponsorship Coordinator will send welcome aboard letters to all unaccompanied Sergeants and below. In addition, a Marine NCO will be assigned as a point of contact to act as sponsor until their arrival.

(8) Validate the Air Mobility Command manifest on the last working day before each scheduled arrival and confirm the arrival of each scheduled inbound Marine and Sailor with the organization Sponsorship Coordinator.

(9) Maintain records of inbound personnel, assigned sponsors, arrival date, and other pertinent information.

c. Commanding officers will:

(1) Designate a Sponsorship Coordinator in writing and provide a copy of the appointment letter to the Division Sponsorship Coordinator (PCAO).

(2) Assign sponsors and ensure sponsors attend sponsorship training. Ensure sponsors are assigned a minimum of 90 days prior the expected date of arrival, or as soon as inbound orders are known.

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(3) Ensure that all unaccompanied personnel in the grade of Private through Sergeant are assigned a sponsor upon reporting to the organization from the Joint Reception Center.

(4) Provide the appropriate Division Sponsorship Coordinator with the assigned sponsor's name, grade, duty phone number, mailing address, home phone number, and E-mail address. Provide this information via E-mail.

(5) Ensure that all personnel transferring from the Division are briefed on the sponsorship program and are assisted with obtaining a sponsor from the gaining command.

(6) Use enclosures (1) through (6) to ensure consistency of the sponsorship program for all personnel reporting to the Division. The sponsor's Welcome Aboard Letter should be personal and tailored to the circumstances. Enclosure (3) can be used as a guide.

(7) Ensure that individuals assigned as sponsors are given sufficient time to attend sponsorship training and to effectively accomplish their sponsorship duties.

(8) Ensure that the sponsor is matched as closely as possible with the arriving service member and family members. Consider marital status, family composition, grade, and duty when selecting and assigning sponsors.

(9) Ensure that the sponsor contacts the Division Sponsorship Coordinator to verify that a Welcome Aboard Package was mailed to the inbound service member, and to ascertain flight information if available.

(10) Ensure that the sponsor is at the terminal to greet and assist the incoming service member and their family.

(11) Ensure that all accompanied personnel, along with their families, and unaccompanied SNCOs and officers attend a Newcomers Orientation, which is conducted monthly by the Relocation Assistance Center (Unaccompanied Marines, in the grade of Private through Sergeant, receive this information at the Joint Reception Center upon arrival).

(12) Ensure that all transferring personnel attend a Relocation Assistance Workshop at least 60 days prior to transfer. Encourage all departing family members on island to also attend the workshop.

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(13) Encourage all transferring personnel to take advantage of the relocation assistance available at the Relocation Assistance Center at Camp Lester, or at one of the satellite offices at Camps Courtney, Hansen, Kinser, and Schwab

(14) Ensure that all unaccompanied personnel are given a Family Registration Form (enclosure (5)).

(15) Notify your organizational Key Volunteer Coordinator of the arrival of new married (accompanied and unaccompanied) members of your organization. Establish procedures to involve your organization's Key Volunteers in the welcoming of new families to Okinawa.

(16) Retain responsibility for sponsorship even if the tentative assignment of the inbound Marine or Sailor is changed. Experience has shown that the majority of sponsorship failures can be attributed to a shift in sponsor when a Marine's or Sailor's assignment has been changed.

(17) Utilize the Sponsorship Questionnaire enclosure (6) as a tool to measure the effectiveness of the sponsorship program. These questionnaires will be filled out by all incoming personnel and retained by the organization's Sponsorship Coordinator for a period of 2 years and will be inspected as part of the Command Inspection Program.

d. Sponsors will

(1) Comply with this Order and appropriate enclosures in performing sponsorship duties. Specific attention is directed to enclosure (1).

2) Attend sponsorship training.

(3) Contact the Division Sponsorship Coordinator to ensure that a Welcome Aboard Package has been mailed to the inbound service member and family.

(4) Prepare and mail a Welcome Aboard Letter which should be personal and tailored to the circumstances. Enclosure (3) can be used as a guide.

(5) Take advantage of the services and resources at the Relocation Assistance Center.

(6) Periodically check with the Division Sponsorship Coordinator to determine if a Port Call Information Card has been received from the inbound service member, indicating date of arrival. Provide flight information to the Division Sponsorship Coordinator if obtained directly from the incoming Marine or Sailor.

(7) Ensure you are present at the terminal to greet and assist the incoming service member(s) and their family(ies).

(8) When picking up a service member with a family, utilize government ground transportation to the maximum extent possible. Ground transportation may be requested through the organization's S-4.

7. Funding. The sponsorship program is an official government program. Sponsors are entitled to reimbursement for official expenses incurred while in the performance of their duties.

a. Allowable expenses

(1) Sponsors are authorized reimbursement for POV mileage only when government ground transportation is not available for initial pick up at the aerial port of entry, Kadena A.B. or Naha Airport. Sponsors must submit a certificate of unavailability with their claim.

(2) POV mileage incurred in assisting newly arrived personnel (to include spouse) in obtaining their privately owned vehicle operator permit.

(3) POV mileage incurred in assisting newly arrived personnel in purchasing a privately owned vehicle.

(4) POV mileage incurred in assisting newly arrived personnel in looking for off-base housing.

(5) Requests will include the completed DD Form 1164, copy of sponsorship assignment letter, and government vehicle nonavailability statement (if applicable).

b. Request for reimbursement

1) Submitted on DD Form 1164

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(2) DD Form 1164 will be certified by the organizational commander or his designated representative.

(3) Request for reimbursement will be forwarded to the Division Sponsorship Coordinator for review and approval. Incomplete claims will be returned for corrective action.

(4) The Division Sponsorship Coordinator will forward the completed claim to the Division Comptroller for review and assignment of appropriation data.

(5) The Division Sponsorship Coordinator will return the completed claim to the sponsor's parent organization for submission to disbursing for settlement.

8. Applicability. This Order applies to all active duty personnel, including Reserve personnel on extended active duty, Department of Defense civilian employees, and their legal dependents. The Commanding Officer, 3d Marines may modify the details, but not the intent, of this Order to fit the local circumstances.

  
ROBERT B. NEWLIN  
Chief of Staff

DISTRIBUTION: A/D



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### HELPFUL HINTS/SPONSORSHIP CHECKLIST

A good sponsor can contribute to increased readiness, on the job performance, and retention by assuring a positive transition to an overseas assignment.

Are you a good sponsor?

a. Contact the Division Sponsorship Coordinator to ensure a Welcome Aboard Package has been mailed to the inbound service member/and family. Also check on the Port Call Information Card.

b. Attend Relocation Assistance Center Sponsorship Training held monthly. Call 645-2104/2106 to sign up for the next class.

c. Write a personal letter of introduction.

(1) This letter should include your mailing address, home and office phone numbers, and dialing instructions from the United States. Also include Personal Data Sheet (encl (5)); a Family Registration Form (encl (6)), if appropriate; and an envelope addressed:

COMMANDING GENERAL  
DIVISION SPONSORSHIP COORDINATOR  
3D MARINE DIVISION  
UNIT 35801 G 1  
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(2) Provide instructions on how to contact you in the event of early arrival.

(3) Emphasize to the incoming service member the importance of keeping you informed of any changes effecting date and time of arrival and flight number. Also stress the importance of returning the Port Call Information Card to the Division Sponsorship Coordinator when flight information has been confirmed.

(4) If applicable, emphasize the importance of the Youth & Teen Sponsorship program and how other youth and teens can assist their children with learning about living and attending school in Okinawa. You will need the names, ages, and sex of their children. Contact the Relocation Assistance Center for more information.

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(5) Request the inbound member mail two copies of orders and area clearance to you. This will enable you to set up a post office box and arrange for a hospitality kit for them at the Family Service Center, if applicable. The hospitality kit contains dinnerware, utensils, iron, coffee pot, child's car seat, playpen, stroller, and many other items for temporary use. Usually the items are loaned for 30 days.

(6) Arrange temporary lodging for accompanied members arriving with dependents and government quarters for unaccompanied members. If temporary lodging is not available at a government operated facility assist the member in obtaining a nonavailability statement.

(7) DO NOT make any initial statements concerning the availability of on-base family housing without first checking with the Family Housing Office. Before calling the Family Housing Office, you must obtain information concerning family size (number of boys and girls to include ages) and if there are any pets. Once you have obtained complete information about the family (to include pets), contact the Family Housing Office to obtain projected availability for on-base housing. Once you have the facts, pass on that information to the family you are sponsoring.

(8) Explain the different types of government housing and offer advice about the kind of household goods to ship in both express and regular shipments.

(9) Provide information about the climate on Okinawa and what type of clothing is appropriate to bring.

(10) If the family has any special needs, ask them to let you know ahead of time so arrangements can be made to meet those needs.

d. Be sure to call the Housing Office and make an appointment for the family within two days of their arrival

e. Make sure that you are available to meet the family at their port of entry on their arrival date. Sponsors meeting AMC flights should show up promptly at the flight arrival time. At that time a briefing will be given to all sponsors, along with a

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Newcomer Packet for the arriving family. Showing up before the flight lands and staying until processing is complete is essential for several reasons. First, the newly arriving Marine or Sailor and family and Family Service Center staff know someone is there to meet them and no further phone calls or contact needs to be made. Second, the family may be processed faster than anticipated. Third, family members may be sent out early, while the Marine or Sailor remains in the facility to process through customs and immigration. All sponsors should call the AMC terminal to ensure correct arrival time. Some flights have been delayed due to weather problems, mechanical delays, etc. FEN occasionally broadcasts flight delays across the bottom of the screen as a special announcement.

f. Contact the inbound Marine or Sailor to determine the transportation requirements for the day of arrival. ENSURE GOVERNMENT VEHICLES ARE USED ON THE FIRST DAY, AS THIS IS NEEDED TO ENSURE TLA ENTITLEMENT.

g. After you have dropped the family members at their temporary lodging, escort the Marine or Sailor to Camp Courtney for checking-in. Marine Corps Personnel report to the Division Personnel Officer in Building 4301, Camp Courtney. All Navy personnel report to the Navy Personnel Officer in Building 4423, Camp Courtney.

h. Please be aware that a good sponsor's duties do not end with settling the service member and family in at their temporary quarters. Be available to transport them to the commissary and exchange to pick up necessary items. Show them around their immediate area. Show them where the nearest banking facilities are, as well as the housing areas where they may be assigned. Take them for their driving exams and help them in the purchase of a motor vehicle.

i. A commissary run ahead of their arrival will be greatly appreciated. Such necessary items as milk, bread, cookies, cereal and lunch meat will be very helpful to the family with extreme jet lag and a built-in "CONUS clock."

j. Ensure the service member and spouse are signed up for one of the three monthly Newcomer Orientations conducted by the RAC, call 645-2104/2106 to schedule a class.

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SPONSORSHIP CHECKLIST

- ☐ Call or write the member.
- ☐ Attend sponsorship training provided by RAC
- ☐ Confirm mail out of Welcome Aboard Package.
- ☐ Track Completion and receipt of Personal Data Form and Family Registration Form.
- ☐ Arrange for temporary lodging, obtain nonavailability statement if required.
- ☐ Obtain Pet information if applicable, arrange kennel space.
- ☐ Obtain Family Housing Information.
- ☐ Obtain orders and area clearance for PSC mailbox.
- ☐ Obtain Key Volunteer Network information to include Coordinators name and telephone number.
- ☐ Confirm travel itinerary
- ☐ Request government ground transportation through the S-4.
- ☐ Meet member and his/her family at the port of entry (Kadena Air Force Base or Naha Airport).
- ☐ Take member and family to the TLF, if accompanied and BEQ or BOQ for room assignment, if unaccompanied.
- ☐ Take member and spouse to the Housing Referral Office (HRO).

ENCLOSURE (1

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SPONSORSHIP ASSIGNMENT LETTER

(This letter will be modified to suit the circumstances of the sponsorship mission. Portions which need modification are in parenthesis. It will be transmitted via electronic mail to the OMB of the prospective CO of the inbound Marine or Sailor.)

From: Commanding General

To:

Via: Commanding Officer,

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a DivO 1320.2B

1. You have been selected to sponsor the following inbound Marine (Sailor) who will be reporting to (organization) on an accompanied (unaccompanied) tour:

Name	Unit	Mailing Address
------	------	-----------------

2. You should consider your designation as a sponsor an honor. As a sponsor you will provide that important initial contact between the inbound Marine (Sailor) and his (her) family and his (her/their) new home. Easing the transition to an overseas assignment makes your role all the more critical.

3. Use the reference and its enclosures for guidance to become an effective sponsor. A copy of the reference and each of the enclosures is attached in Ami Pro format. You can save them to disk for your use. (The attachments cannot be read using the F4 function key.) Within one week of receipt of this letter, you are directed to write a letter of introduction using enclosure (3) of the reference as a guide. Be sure to enclose the Personal Data Form (enclosure (4) of the reference), the Family Registration Form (enclosure (5)), if appropriate; and a government envelope addressed:

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3D MARINE DIVISION  
DIVISION SPONSORSHIP COORDINATOR  
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You may use the Sample "Welcome Aboard" Letter in the reference to draft your letter. If you can gain access to a computer with LAN, you can extract the sample letter, which is attached to this electronic letter as A:\Sample.sam. By gaining on-screen access to the sample "Welcome Aboard" letter you can modify it to suit the particular circumstances of your sponsorship mission.

4. Contact the Division Sponsorship Coordinator to confirm that they have mailed a Welcome Aboard Package.

5. Contact the Relocation Assistance Center (RAC), Family Services Center, at Camp Lester to inquire about any specific relocation services or resources that are available.

6. Enclosed in the Welcome Aboard Package is a "Port Call Information Card" which the inbound member is to complete and mail to the Division Sponsorship Coordinator. Therefore, periodically check with the Division Sponsorship Coordinator at extension 622-9464/9446/9408 to get the sponsoree's date of arrival and flight number.

7. This is a crucial move for most Marines (Sailors) (and their families). Your cooperation and efforts will take the dislocation out of relocation.

Signature

ENCLOSURE (2)

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SAMPLE WELCOME ABOARD LETTER

SPONSORS USE THIS SAMPLE TO TAILOR A PERSONAL LETTER.

ENTRIES MARKED \* ARE MANDATORY.

THIS IS THE MINIMUM INFORMATION. IDEAS FOR ADDITIONAL INFORMATION FOR USE IN SUBSEQUENT LETTERS ARE CONTAINED IN ENCLOSURE (2).

Date

Dear

On behalf of the Commanding General, let me welcome you/and your family to the 3d Marine Division. As your sponsor, I will make your transition as smooth as possible.

\* By now you should have received a "Welcome Aboard Package," which contains a self-addressed "Port Call Information Card." Please complete the card as soon as you know your flight number and date of arrival. If you haven't received the package please let me know.

\* I encourage you/and your family to visit the nearest Family Service Center to receive information and assistance with your PCS move. The DoD-wide Relocation Assistance Program (RAP) is designed to provide assistance from one duty station to another. A highlight of the program is the computerized data system that contains current information on all military installations worldwide. Known as the Standard Information Topic Exchange Service (SITES), this system produces an extremely useful "Smooth move-to-Okinawa" booklet that is yours to keep. The range of other assistance RAP offers is substantial:

- Pre-departure planning
- Determining needs and priorities
- Destination information (Sample Welcome Aboard Packages)
- Sponsorship assistance
- Base and community information worldwide
- Automated Road Atlas
- Resource library, to include videos of Marine Corps bases
- Relocation workshops (Smooth Move)

You have been tentatively slated for assignment to \_\_\_\_\_  
(Major organization e.j. 4th Marines; do not put  
billet here). Your official mailing address will be: \_\_\_\_\_  
\_\_\_\_\_. Your duty phone number will be: DSN \_\_\_\_\_. Remember

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that this is a tentative assignment and may be changed to meet the Division's needs.

\* **(Accompanied tour paragraph)** The only information I've been provided so far is that you're coming on an accompanied tour and will arrive during (month). I need to know if your family will be travelling with you or coming later. You will need an area clearance and no-fee passport for each of your dependents, as well as medical screening for you and your family members. Should any of your family members have any exceptional needs, e.g., special education, medical problems, physical disabilities, etc., you should also make those known so that I can contact the appropriate resource agency. If any family member is currently using prescription drugs, you should bring extra refills as prescriptions will not be honored without a local examination or evaluation.

\* **(Unaccompanied tour paragraph)** The only information I've been provided so far is that you're coming on an unaccompanied tour and will arrive during (month).

\* **(Accompanied tour paragraph)** Other mandatory personal records which you should have in your immediate possession while enroute are: Officer Qualification Record (OQR)/Service Record Book (SRB); dental and health records; original orders with all endorsements and modifications; area clearance; shot records; birth certificates; passports; marriage certificate; and school records. Your area clearance will provide modified weight allowances for shipment of household goods and a statement of available government-provided furnishings. You must deliver a copy of your area clearance to your Traffic Management Office in order for your shipment to be released for overseas locations. Your orders by themselves are not enough.

\* **(Unaccompanied tour paragraph)** Mandatory personal records which should have in you immediate possession while enroute are: Officer Qualification Record (OQR)/Service Record Book (SRB); dental and health records; shot record; and original orders with all endorsements. If you do not have a passport, bring your original birth certificate in the event you are required to apply for passport while here. You should also bring the lease or mortgage papers for your family's housing. These documents are required to revalidate your eligibility for VHA.

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\* **(Accompanied tour paragraph)** Please call or drop me a quick note with information on your family (ages and gender of children) and whether you're bringing a pet. This will assist me in arranging transportation from the airport to temporary billeting. When you have your port call information (date, time of arrival and flight number) inform me immediately so that I can reserve temporary lodging. I have included a Personal Data Form to assist you in providing the needed information.

\* **(Unaccompanied tour paragraph)** Please call or drop me a quick note when you have your port call information (date, time of arrival and flight number). I have included a Personal Data Form to assist you in providing the needed information. Also send me a copy of your orders so that I can arrange bachelor quarters for you.

\* **(Accompanied tour paragraph)** I will also need your current mailing address and phone number (to include your temporary leave address and phone number) along with two copies of your orders and area clearance. The copies of the orders will enable me to set up a post office box and arrange for hospitality kit. Feel free to call me at DSN \_\_\_\_\_ or commercial 011-81-\_\_\_\_\_. If you have access to LAN/ELMS, address your message to: \_\_\_\_\_. My mailing address is \_\_\_\_\_.

\* Private phone service is available on base, but you will need a personal calling card as long distance calls cannot be charged to your home phone. However, you can place collect call.

\* **(Accompanied tour paragraph)** Based on policy, housing assignment is determined by where you work, subject to availability and family size. There are single units, multiplexes, and high-rise apartments. The high-rises are pet-restricted and you should be aware that having a pet is not a basis for declining housing. If you are planning to bring a pet, you should come prepared to live off-base. Suitable off-base housing is small and expensive. Off-base utilities and phone service are also expensive. Of course, if you live off-base, you will receive overseas housing allowance (OHA) to offset a good portion of your costs.

\* You must bring your full uniform allowance. The normal uniform of the day is utilities. Four sets of utilities with at least one pair of leather boots are mandatory. The other pair of boots may be the jungle variant, either green or black.

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\* **(Accompanied tour paragraph)** Finally, you should be prepared for incidental expenses while enroute and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed enroute, and for lodging/commissary/meals upon arrival, as TLA (for lodging only) is paid at the end of ten days following arrival.

\* **(Unaccompanied tour paragraph)** Finally, you should be prepared for incidental expenses while enroute and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed enroute, including yen if you are delayed in Japan.

\* I hope you find this information helpful. Do not hesitate to call or write if you have any questions. I look forward to meeting you/and your family in person, and working with you as member of the Division team.

Sincerely,

ENCLOSURE (3)

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PERSONAL DATA FORM

Privacy Act Statement

Public Law 93-579 (The Privacy Act of 1974), effective 27 September 1975  
requires that you be advised of the following:

- 1 The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301.
2. The PURPOSE for soliciting this information is to enable the receiving command to assist you in preparing for your change of station.
3. The information solicited is voluntary. By providing this information, you will help your future command to adequately support you.  
\*\*\*\*\*

1.                                                                                                                
(Grade) (Name) (SSN) (MOS)
2. Current mailing address:
3. Estimated detachment date:
4. Leave address:
5. Estimated date of arrival:
6. Marital Status: Married                  Single
7. Name(s) of your dependents and relationship (please include age(s) for child(ren):
8. Anticipated mode of travel:
9. I do/do not desire government quarters. I have/have not forwarded an Application for Assignment to Military Family Housing, DD Form 1746.

Information requested: (Circle)    Schools                  Base Housing  
   Off-Base Housing                  Pet Regulations

Other specific information requested:

ENCLOSURE 4)

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FAMILY REGISTRATION FORM

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975 requires that you be advised of the following:

The AUTHORITY for soliciting the below-listed information is 5 U.S.C 301.

2. The PURPOSE for soliciting this information is to enable the receiving command to assist you in preparing for your change of station.
3. The information solicited is voluntary. By providing this information, you will help your future command to adequately support you.

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_____	_____	_____	_____
(Grade)	(Name)	(SSN)	(MOS)

2. Current mailing address
3. Estimated detachment date:
4. Leave address:
- 5 Estimated date of arrival:
6. Names of your dependents and relationship:
7. Address where family reside and telephone number:

If you do not know the new address, leave this form with your family to fill out when settled. The form can then be mailed to the appropriate regional Family Service Center. If residing east of the Mississippi River, except in the state of Wisconsin, mail the form to:

Commanding General  
Attn: Family Service Center  
MCCDC  
Quantico, VA 22134-5001

Tel: 800-366-4663 (Virginia residents call collect to 703-640-2650)

If residing west of the Mississippi River, including the state of Wisconsin, mail the form to:

Commanding General  
Attn: Family Service Center  
Marine Corps Base  
Camp Pendleton, CA 92055-5001

Tel: 800-366-4663 (California residents call collect to 619-725-5361)

(Signature)

ENCLOSURE (5)